

<b>Title:</b>  <div style="text-align: center; font-size: 1.2em; font-weight: bold;">BID LISTS</div>		<b>Contents:</b> <b>P-0300</b>
		<b>Submitted By:</b> <b>Purchasing Division</b>
		<b>Approved By:</b> <b>Purchasing Agent</b>
<b>Effective Date:</b> <b>12-10-01</b>	<b>Supersedes No.:</b>	<b>Page No.</b> 1            of            1

### **Bid List Standards and Criteria**

Standardized bid lists are maintained in the Countywide Acquisition Management Information System (CAMIS), and grouped by industry-standard, National Institute of Government Purchasing (NIGP) commodity codes. When a bid solicitation with a purchase value of \$10,000 or more is created in CAMIS, a required notice of the solicitation is posted on the County Bid web page. Thereafter, any vendor registered in the ISD/County vendor registration system who is associated with the selected commodity code will receive notice of the solicitation, via electronic mail.

In addition, system generated bid lists may be accessed, by commodity, through the County Bid web page. These lists are designated and used to elicit competitive participation in the solicitation process. Such competition inspires public confidence that commodities and services are awarded equitably and economically.

Any vendor listed in a given commodity may participate in a bid solicitation posted on the County/OSB web page by downloading the solicitation, or by contacting the listed Purchasing Agent conducting the bid solicitation. System generated bid lists sometimes are comprised of a large volume of registered vendors, which does not make full participation time or cost effective. Therefore, the number of bid recipients selected from a bid list to compete in the solicitation will depend upon the dollar value of the commodity or service to be purchased.

The ultimate objective is to maximize the system's web-based notification capability and move to a "paperless" environment by eliminating the individual bid invitations to participate, which will significantly reduce administrative costs to the County in the preparation and mailing of solicitation documents.

### **Bid List Selection Guidelines**

The number of vendors selected to participate in a solicitation from a CAMIS generated bid list will be established by the commodity or service purchase value, using the following guidelines:

<b>Purchase Value</b>	<b>Recommended Recipients</b>	<b>Applicable Information</b>
Up to \$1,500	2 – 4	One quote is required.
\$1,501 to \$5,000	3 – 6	Three bids are required.
\$5,001 to \$15,000	3 – 10	Only applicable to departments with increased delegated purchasing authority to \$15,000 & the Purchasing Agent. Three bids are required.
\$15,001 to \$50,000	6 – 15	Limited to the Purchasing Agent.
\$50,001 to \$100,000	8 – 25	Limited to the Purchasing Agent.

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Over \$100,000

25 – 50+

Requires a formal bid. Awards for service require approval by the Board of Supervisors.

For all bid solicitations, departments are strongly encouraged to identify and solicit the participation of Community Business Enterprises (CBE's) and Small Business.

### **Rotation of Registered Vendors**

Where pricing and products are comparable, a rotation of registered vendors is necessary to afford the opportunity to, and competition in, the vendor community. The rotation is predicated on the number of participants required for any given solicitation.

As a general rule, whenever six (6) or more vendors are invited to participate in a solicitation, at least half of the selected vendors should be other than those used in the previous bid. Of the vendors previously used, only the most responsive (including the lowest bidder) should be invited to participate.

*Example:* When a solicitation consisting of six vendors is conducted, at least three vendors, not previously used, should be invited to participate in the bid process.

### **Bid List – Additional Sources**

When developing a new bid list for a new commodity or service, the following sources may be of use to establish additional participation in the bid process:

- Business associations
- Chamber of Commerce
- Internet/Worldwide Web
- CBE business associations
- CBE minority business directories
- Networking with other agencies
- Professional purchasing organization (CAPPO, NAPM, etc.)
- Thomas Register
- Trade publications
- Yellow pages and similar directories

### **System Tracking of Vendor Responsiveness**

Vendors who do not bid, but respond with an on-time “no bid” are recorded in CAMIS as responding to the bid solicitation. For rotational purposes, a rescinded or “no bid” response will count as a bid.